



DELAWARE WORKFORCE INVESTMENT BOARD

Executive Committee Meeting

Delaware Pharmacists Society

The Harry Levin Center for Pharmacy & History

Tuesday – September 16, 2014

9:00 to 11:00 a.m.

Attendees: Chairman - Gary Stockbridge, Jeff Bross, Ralph Cetrulo, John Chrzanowski, George Krupanski, Hon. John McMahon, Bernice Whaley

DOL Staff: Tom Smith, Diane Brooks, Rachel Turney, Eileen Michelinie, Lori Reeder

DWIB Staff: Gwen Jones, Bill Potter

DOJ: Oliver Cleary, Deputy Attorney General

Guest: Jeremy McIntyre, Polytech Adult Education

Call for Quorum – Quorum present.

Approval of minutes: Motion made by John Chrzanowski to approve the March 4, 2014 and June 17, Executive Committee Minutes. Motion seconded by Jeff Bross. All in favor (Gary Stockbridge, Jeff Bross, Ralph Cetrulo, John Chrzanowski, George Krupanski, Hon. John McMahon, Bernice Whaley). Motion carried.

Performance Measures – Chairman, Jeff Bross reported on performance. We have met the minimum level of performance for all of our indicators for this period. We are still working on trying to reach our negotiated performance for Retention rate and Average earnings for adults and dislocated workers - have met the minimum of 80%. We exceeded all of the youth measures and exceeded three of our adult measures.

Youth Council – Chairman, George Krupanski, reported that the Youth Council has formed two committees to do further work on the Youth Scholarship. One is a marketing committee to work on how to market and communicate the award and a scholarship committee to develop the application process and administering the grant.

George will work with Gary to find other ways to build the Scholarship fund and discuss the best way to solicit DWIB members to support with their own personal gift or their company.

Proposal Review and Certification Committee – Chairman, John Chrzanowski, and Chairman - reported that the ITA renewal period is completed – subsequent and new ITA training programs have been entered into Delaware Joblink. Blue collar contracts approved for Program Year 2014 are in effect starting July 1. Proposal Review will be meeting in the fall in preparation for Program Year 2015 funding cycle.

Financial Oversight – Ralph Cetrulo, Chairman - reported on the budgets for DWIB and Employment and Training. Our budget was approved at the last board meeting and is in effect. So far we are doing alright and want to be sure to watch our expended amounts –

(e.g. invoices being paid in a timely manner). Ralph said that he would think that more money would be expended in the first quarter than in the last quarter. Ralph also reviewed blue collar collections. There was some discussion on collections – noting that final collections for PY2013 totaled out lower than the previous year. Collections are also running lower than usual for this collection period.

Chairman's Report – SPaRC - Mr. Stockbridge reported the partnership led by United Way and Businesses was moving forward. He reviewed the number of businesses that had signed onto be mentors and he said one of the challenges left would be to determine the rules, roles, and responsibilities of all the parties involved. One of the main concerns was there may be a need to recruit more career coaches from various businesses for a much more diverse set of occupations.

Strategic Planning – We are working to prepare for Strategic planning on October 28th. We have surveyed workforce partners across the board and are looking to use the feedback along with other research to begin planning the format for that day. We will be using goal/team leads and staff to assist with goal planning and will be using Tammy Ditzel with Inesse Consulting again this year.

Manufacturing Project (DEDO) – Jeremy McIntyre (Polytech Adult Education) presented on behalf of Polytech and Delaware Economic Development on the Manufacturing Development Center Initiative. The goal of this project is to establish a Development Center that will provide essential tools and services to meet the growing need for highly skilled mechanics and technicians in Kent, Sussex and Southern New Castle counties. Jeremy led the committee through an overview of the program (see attached), answering questions and providing detailed information throughout. The overview covered Assessment of candidates, needs of the employers, delivery of training and training facility. The entire cost for the program is about \$400K.

Energizer of Dover – This program will be used to provide training for individuals at various points on the manufacturing technician/mechanic pathway. Several of the modules from the Scientific Management Techniques Training will be used to provide production technician training being requested by Energizer of Dover.

Jeremy presented a budget for this project, asking for DWIB support of \$200,000 in support of the project. Other partners being asked for support/funding are Polytech Adult Education, DEDO, Blue Collar funding.

Jeff Bross asked several questions about how the equipment is used. Mr. McIntyre reviewed the equipment flow. The equipment can be setup to assess individuals at various sites.

John Chrzanowski was very concerned as to why we are training people who already have jobs. Jeremy responded that this would be only 20 % of the total number of people who will be employed through this program.

Ralph Cetrulo – Asked about the cost of the program and if there were any other sources of money for the Manufacturing Center development initiative. Jeremy responded that the training will be 166 hours in length and along with instruction will cost approximately \$1,500 per participant.

Oliver Cleary – Asked if the equipment would be used to promote Delaware as a manufacturing mecca and is it apprenticeship ready?

Secretary McMahon said it would be used to promote manufacturing overall. Jeremy added that it could be used for apprenticeship pathways.

After all questions and concerns had been satisfactorily responded to, Jeff Bross made a motion to support this initiative with a dollar for dollar match up to \$200K. Secretary John McMahon Seconded the motion. All in favor (Gary Stockbridge, Jeff Bross, Ralph Cetrulo, John Chrzanowski, George Krupanski, Hon. John McMahon, Bernice Whaley). Motion carried.

Rachel Turney briefed the board on the career ladder training programs with Delaware Skills Center for welding and the DelTech training program for Patient Care Technician. These two programs are considered career ladder training programs – providing more than one level of training/certification within the program. The training programs will lead directly to employment with potential for increase in wages based on certification levels and performance. This type of training has the potential to be a model going forward.

Old Business - None

New Business – None

Meeting adjourned